

# CITY OF HILLSDALE



Planning Commission  
97 North Broad Street  
Hillsdale, Michigan 49242-1695  
(517) 437-6449 Fax: (517) 437-6450

## Planning Commission Agenda October 17, 2017

- I. Call to Order 5:30**
  - A. Pledge of Allegiance
  - B. Roll Call
- II. Consent Items/Communications**
  - A. Approval of agenda – **Action**
  - B. Approval of Planning Commission 10.10.2017 minutes – **Action**
- III. Public Comment**

Agenda items only
- IV. Public Hearing**
  - A. **Chapter 36, Article III. – DOWNTOWN FORM BASED DISTRICT** – An amendment to the Zoning Ordinance, Central Business District.
  - B. **Chapter 36, DIVISION 2. - OFF-STREET PARKING SPACES** – An amendment to the Zoning Ordinance, Parking
  - C. **Chapter 36, DIVISION 3. - OFF-STREET PARKING AREAS** – An amendment to the Zoning Ordinance, Parking
  - D. **Chapter 36, DIVISION 4. - OFF-STREET LOADING** – An amendment to the Zoning Ordinance, Parking
- V. Old Business**
- VI. New Business**
  - A. Region 2 Planning Commission Report – **Update**
- VII. Zoning Administrator Report**
- VIII. Public Comment**
- IX. Adjournment**

Next meeting November 21, 2017 at 5:30 pm



# CITY OF HILLSDALE

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## PLANNING COMMISSION MINUTES HILLSDALE CITY HALL, 97 N. Broad Street October 10, 2017 at 5:30 PM

### **I. Call to Order 5:30 pm**

- A. City PC Members present: Chair Amber Yoder, Laura Smith, Robert Schall, M.D., Mayor Scott Sessions, Kerry Laycock, Eric Moore
- B. Others present: Alan Beeker (Zoning Administrator), Jack McLain, Mary Wolfram (Economic Development), Dennis Wainscott, Eric Swisher (ZBA)
- C. Members absent: Samuel Nutter

### **II. Consent Items/Communications**

- A. Ms. Wolfram asked to add the Econ Dev Report after the ZA Report. Kerry moved to approve with amendment, Mayor Sessions moved to approve the agenda and minutes as presented, motion passed.

### **III. Public Comment**

Jack McLain feels that the Council did not respect the Commissions wishes and that the Commission should be upset that there was not a second public hearing in front of Council regarding the re-zoning. He also wanted clarification regarding the 2/3 vote rule in the By-laws as well as the item that mentions voting more than once.

### **IV. Old Business**

City-wide Rezoning – Mr. Beeker updated the Commission on the adoption of the new zoning map. He addressed the reasons behind Council not having the recommended second public hearing. Mr. Beeker presented the recommendation to the City Manager. When Mr. Mackie was told that the letter of the law had been satisfied with the July public hearing before the Planning Commission and that the costs of notice for the second hearing would be prohibitive, the decision was to not have it. The City Council passed the ordinance amendment unanimously. The Planning Commission was satisfied with the reasons and consider the matter closed.

### **V. New Business**

- A. Region 2 Planning Commission Report – Mr. Beeker presented a brief overview of the R2PC meeting in September.
- B. Lot Division – The owner of the parcels located along the west side of W. Carleton Road (M-99), at the north limits of the City, known as 3980 W. Carleton Road is requesting a division of the existing parcel. The subdivision in question was platted in 1966 but never developed. Gas Light Lane is now part of the parking lot for the former Jonesville Tool building and would have to be extended to access the new parcel. Initially, the applicant planned to sell the new parcel to an adjacent owner, but he is exploring other options as well so the recommendation should be based on this being a stand-alone property. Therefore, the Assessor's recommending that any approval be conditional upon a private road

agreement or sale to and combination with an adjacent property to guarantee access. Laura Smith moved to approve with conditions laid out by the Assessor and recommend to Council, Mayor Sessions seconded. Motion passed.

- C. Kensington Heights Alley Vacation – The City is considering the vacation of some of the unimproved alley right-of-ways in the Kensington Heights addition. The area is along Spring, Glendale and Highland Streets. The Planning Commission would like to hold off on the vacation at this time to see how housing development progresses in the City over the next few years.

## **VI. Zoning Administrator Report**

One way to Two Way Street conversions – Mr. Beeker informed the Commission that he is doing the fact finding to move toward achieving one of the Master Plan goals. In the recent amendment to the Master Plan, the Commission included the goal to convert all of the City one-way streets back to two-way.

Zoning Map-related Ordinance Amendments – Mr. Beeker let the Commission know that the ordinances affected by the zoning map changes would be coming before them shortly.

Vacancy notice on City website – A banner advertising the upcoming vacancies on the Commission was posted on the City website.

Vacant Property Ordinance – The Assessor has asked the Commission to consider developing an ordinance that will hold owners of vacant properties to a higher standard of maintenance. Mr. Beeker will be developing an ordinance for their review in the near future.

## **VII. Economic Development Report**

Ms. Wolfram discussed the concept of expanding the Bed & Breakfast ordinance to allow for owner operated temporary rentals rather than just owner occupied businesses. The ordinance would only need to add owner occupied and/or managed to the language. The second thing was that she wanted to encourage the PC to continue pushing for the vision in the Master Plan. She visited a town in Maryland that is very much like Hillsdale that has succeeded in achieving the same vision that the PC has for Hillsdale.

## **VIII. Public Comment**

Dennis Wainscott spoke to a Collegian article that suggested the he was wanting a medical marijuana dispensary but he had only been supportive of a new business. On behalf of Jack McLain, Mr. Wainscott asked for the amount that it would have cost to have done the mailing.

Eric Swisher spoke to the one way street conversion back to a two way street. His concern is that it will increase traffic on S. Manning from the hospital. He also spoke to the idea that most new families can't spend over \$200,000 for a starter home and usually spend \$150,000. He wants the City to look at how to create reasonable housing that are not duplexes or more.

- IX. Adjournment at 7:35 pm** – Laura Smith moved to adjourn, Mayor Sessions seconded, motion passed. Meeting adjourned.

**Next meeting: October 17, 2017 at 5:30 pm.**



The City of  
**HILLSDALE**  
— MICHIGAN —

DOWNTOWN  
FORM-BASED  
DISTRICT



# Acknowledgements

## COUNCIL

**Scott Sessions**  
*Mayor*

**Brian Watkins**  
*Council - Ward 1*

**Timothy Dixon**  
*Council - Ward 3*

**Bruce Sharp**  
*Council - Ward 4*

**Matthew Bell**  
*Council*

**Adam Stockford**  
*Council*

**Will Morrisey**  
*Council*

**Bill Zeiser**  
*Council*

**Patrick Flannery**  
*Council*

## PLANNING COMMISSION

**Scott Sessions**  
*Mayor - Ex Officio*

**Kerry Laycock**

**Eric Moore**

**Sam Nutter**

**Robert Schall**

**Amber Yoder**

**Laura Smith**

**Alan Beeker**  
*Planning & Zoning Administrator*

**B R i**  
**Beckett&Raeder**

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# Article III -Division 7

## CITY OF HILLSDALE

### DOWNTOWN FORM-BASED DISTRICT

## Section 36.271 Purpose

### SEC.36-271 PURPOSE

The Hillsdale Downtown Form-Based District is a departure from traditional zoning in that it focuses less on the use of a parcel and more on the preservation of the City's character as it is expressed in its built form. To do this, development standards are integrated with public realm standards and include form regulations which are intended to support the re-creation and expansion of the City's successful downtown built environment. Key elements include architectural standards, mixed uses by right, diversity among travel modes, residential accommodation in the downtown, and a parking strategy organized by district rather than by parcel.

	CURRENT ZONING	FBC INTENT
Downtown	Downtown Commercial Office	Preserve, replicate Integrate into commercial

# Section 36.272

## REGULATED USES, GENERAL STANDARDS, SPECIAL USE PERMIT STANDARDS, and SPLICING

### 36.272.01 Text and Diagrams

The text and diagrams in the Downtown Form-Based District address the location and extent of land uses, implement the vision articulated in the Hillsdale Placemaking process, and express community intentions regarding urban form and design. These expressions may differentiate neighborhoods, districts, and corridors, provide for a mixture of land uses and housing types within each, and provide specific measures for regulating relationships between buildings, and between buildings and outdoor public areas, including streets.

### 36.272.02 Regulated Uses

Regulated uses are identified for each zone either as a Permitted

Use (P) or a use requiring a Conditional Use Permit (CUP). All CUP uses must address the General Standards listed below. If the CUP has additional standards over and above the General Standards the special provision column references that specific section of the Zoning Ordinance.

All uses will require the submission of a site plan pursuant to Division 2 of the City of Hillsdale Zoning Ordinance.

### 36.272.03 General Standards

The Planning Commission shall review each application for the purpose of determining that each proposed use meets the following standards, and in addition, shall find adequate evidence that each use on the proposed location will:

a. Be designed, constructed,

operated, and maintained so as to insure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity to protect the natural environment and conserve natural resources and energy, to insure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner.

- b. Be designed to protect natural resources; the health, safety, welfare, and social and economic well being of those who will use the development under consideration; residents and landowners immediately adjacent to the proposed land use or activity; and the community as a whole.

- c. Be related to the valid exercise of the police power, and purposes which are affected by the proposed use or activity.
- d. Be necessary to meet the intent and purpose of the zoning ordinance; be related to the standards established in the ordinance for the land use or activity under consideration; and be necessary to insure compliance with those standards.
- e. Meet the standards of other governmental agencies where applicable, and that the approval of these agencies has been obtained or is assured.
- f. Meets the intent of the Hillsdale Placemaking Plan to provide harmonious streetscapes and consistent architecture.

### **36.272.04 Splicing**

The Downtown Form-Based District focuses attention on the development and form of public and private properties and spaces within the area designated on the Regulating Plan referenced in Section [36.xx.05](#). Requirements regarding site development standards such as parking, lighting, and encroachments included in this Ordinance will take precedence over the requirements in the City of Hillsdale Zoning Ordinance.

The Downtown Form-Based District will replace the following Sections of the City of Hillsdale Zoning Ordinance:

- Division 7 - B-2 Central Business District

All other provisions of the City of Hillsdale Zoning Ordinance remain intact and valid.

### **36.272.05 Properties Currently Developed and Occupied**

The Regulating Plan encompasses properties that have been developed under the current City of Hillsdale Zoning Ordinance. These properties may not comply with the dimensional and form requirements of the Downtown Form-Based District and will not be considered as nonconforming. If the property changes occupancy after the effective date of this Ordinance it will comply with the applicable section of this Ordinance except Section 26.274 "Lot and Building Placement." If the property is demolished, redeveloped, or vacant it will comply with all of the provisions of this Ordinance.

# Section 36.273

## REGULATING PLAN

A Regulating Plan connects the regulations in the Form-Based Code to the specific lots and rights-of-way they govern. This is similar to the Zoning Map of a use-based code. However, the primary purposes of a Regulating Plan are quite different from a conventional zoning map: addressing the intensity of development rather than use, and prescribing a quality public realm rather than proscribing incompatible uses. Therefore, its function is quite distinct.

The intent of the Hillsdale Downtown Form-Based District is to preserve the historic built form of the community core, and to establish a functional and aesthetic linkage between the traditional downtown and the campus of Hillsdale College. Because the locus of each of these goals is within the public realm, this code has been developed to maximize its impact there.

The public right-of-way is the organizing principle within each Category. Therefore, the Regulating Category which applies to each lot or parcel is determined by the right-of-way adjacent to its front lot line. This method promotes a cohesive experience on both sides of the public space, the right-of-way.

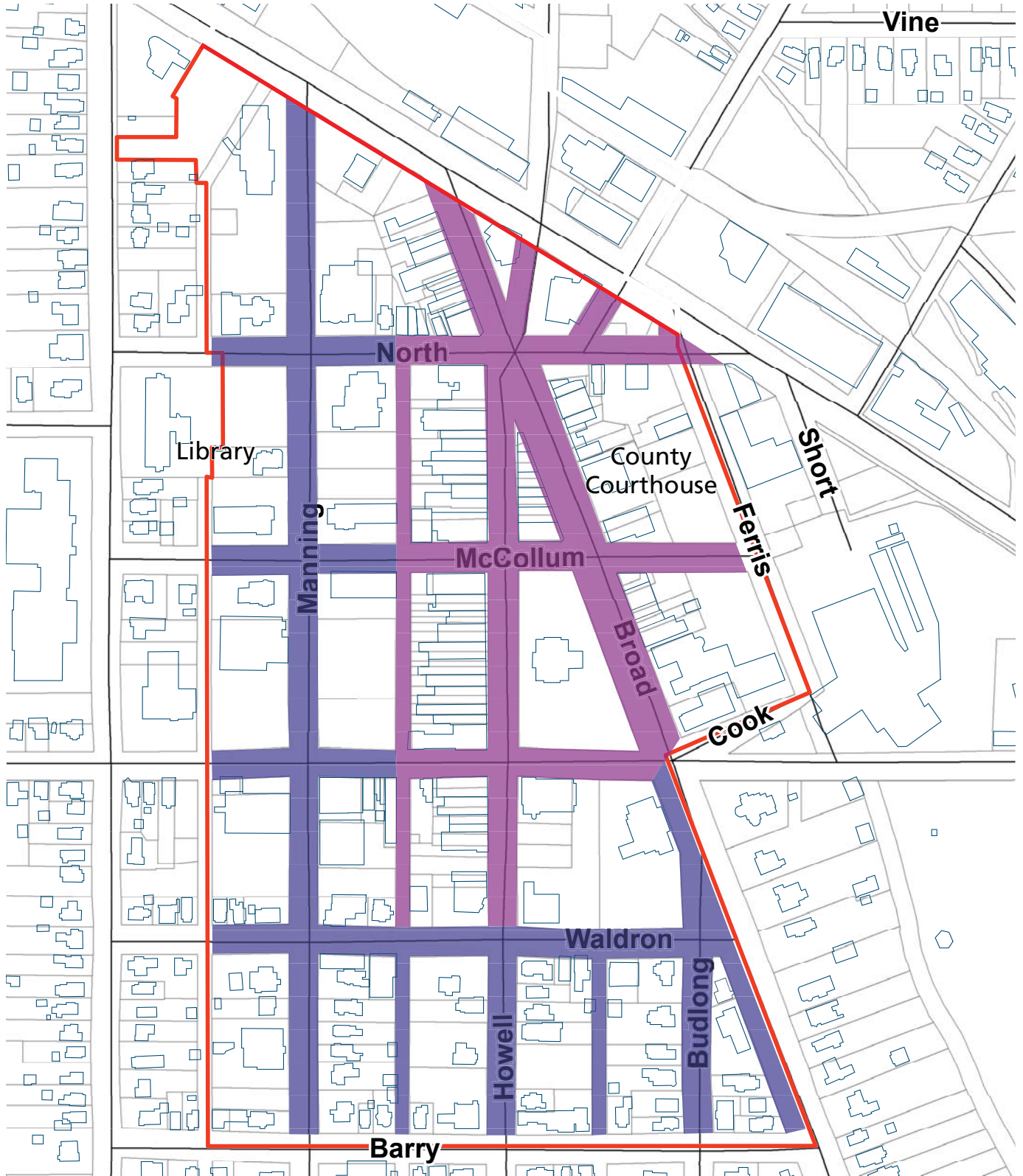
Regulating Plans have three purposes:

**Administrative:** The boundaries on the Regulating Plan identify where different rules for development apply—they create an “index” to the code that allows a user to identify the zone applicable to a specific property and refer to the code text for detailed regulations.

**Regulatory:** A Regulating Plan may be detailed enough to show specific regulations, such as measurement lines or thoroughfare types.

**Planning:** The boundaries invoke the standards which define the critical differences in the form and character of each zone in the public realm, and cumulatively of the public realm as a whole.

*Adapted from “The Regulating Plan,” Form-Based Codes: A Guide for Planners, Urban Designers, Municipalities, and Developers*



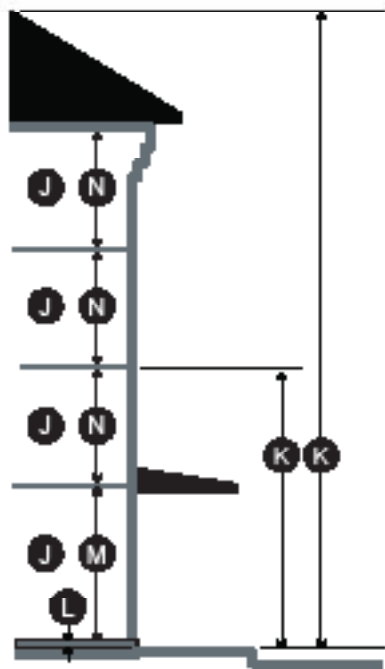
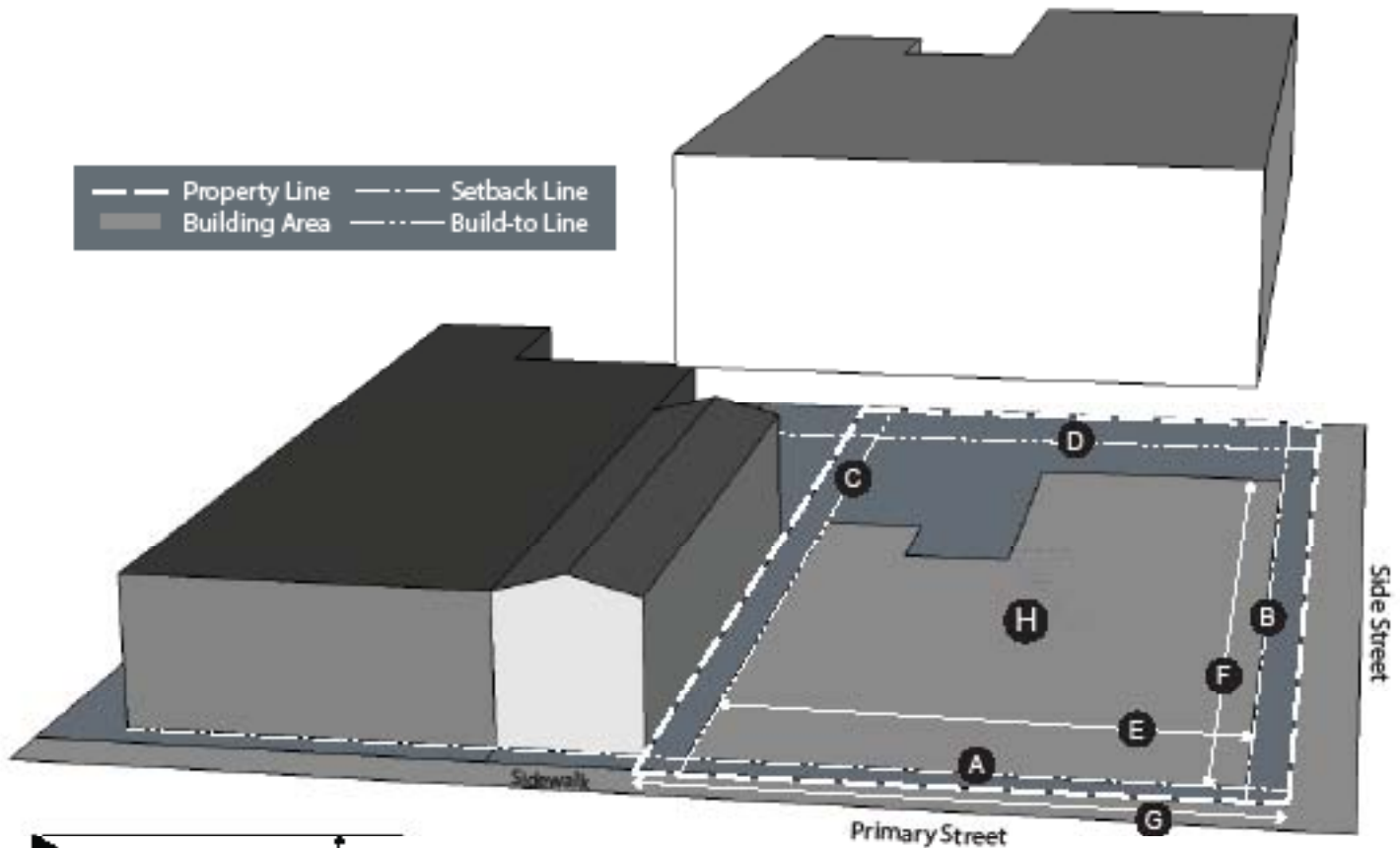
CITY OF HILLSDALE  
**Hillside Downtown Form-Based District**

-  Downtown
-  Downtown Core
-  Downtown Edge

*Regulating plan*

# Section 36.274

## LOT AND BUILDING PLACEMENT



**NOTES**

- All buildings must have a primary ground-floor entrance which faces the primary street.
- Rear-facing buildings, loading docks, overhead doors, and other service entries are prohibited on street-facing facades.
- Air compressors, mechanical pumps, exterior water heaters, utility equipment, waste containers, storage tanks, and similar equipment shall not be stored or located within any area adjacent to a street right-of-way.

## LOT AND BUILDING TERMINOLOGY

### A B BUILD-TO LINE

A line parallel to the property line where the facade of the building is required to be located.

### C D SETBACK

The distance by which a building must be separated by the property line or ROW, typically defined and regulated as a minimum

### E PRIMARY STREET FRONTAGE BUILD-OUT

The percent of the lot frontage which must be occupied by the building facade

### F SIDE STREET, CORNER LOT FRONTAGE BUILD-OUT

The percent of the side lot boundary which must be occupied by the building face

### G MAXIMUM LOT WIDTH

The largest allowed distance between lot corners along the front ROW

### G MINIMUM LOT WIDTH

The smallest allowed distance between lot corners along the front ROW

### LOT DEPTH

The minimum depth of a lot, expressed in feet

### H LOT COVERAGE

The percent of the lot covered by buildings and accessory structures

### IMPERVIOUS COVERAGE

The percent of the lot covered by impervious surfaces including roofs, patios, driveways, and other hard surfaces which result in water runoff

### I GROUND FLOOR

The bottom floor of a building, providing access to the outdoors

### J UPPER FLOORS

All floors above the ground floor of a building

### K MINIMUM BUILDING HEIGHT

The shortest allowed vertical distance between the sidewalk and the top point of reference for a building facade along the front ROW

### K MAXIMUM BUILDING HEIGHTS

The largest allowed vertical distance between the sidewalk and the top point of reference for a building

### L GROUND FLOOR FINISHED LEVEL HEIGHT

The vertical distance allowed between the sidewalk and the top of the finished floor on the ground level, regulated as a minimum

### M MINIMUM GROUND-FLOOR CEILING HEIGHT

The smallest allowed vertical distance between the finished floor and ceiling on the ground floor of a building



# Section 36.275

## REGULATING PLAN CATEGORIES

### 36.275.01 DOWNTOWN CORE (DC)





**PURPOSE**

The Downtown Core category is designed to foster a mix of commercial, institutional, and residential uses that are accessible by multiple modes to serve the community as a whole.

**DISTINGUISHING CHARACTERISTICS**

Retail, workplace, and civic activities mixed with attached housing types such as apartments and live/work units

**GENERAL CHARACTER**

Predominantly attached buildings, landscaping within the public right-of-way, substantial pedestrian activity

**DESIRED FORM**

Mixed Use

**LOT PROPERTIES**

Area	None
Width	None
Depth	None

**BUILDING PLACEMENT**

Small or no setbacks; buildings oriented to the street with placement and character defining a streetwall

Front build-to line	0' from sidewalk
Side street build-to line, corner lot	0' from sidewalk
Side setback	0' from property line
Rear setback	Loading space only

**BUILDING FRONTAGE**

Frontage types	Shopfront, Gallery, Arcade
Building front facade as % of lot width (minimum)	90%
Side street facade as % of lot width (minimum)	60%

**HEIGHT**

Building maximum (stories / height)	4 stories / 50' or Planning Commission approval
Building minimum (stories / height)	2 stories / 18'
Difference between adjacent buildings (stories, max)	1
First floor height	Min. 10' Max. 14'
Upper floor height	Min. 8' Max. 14'

**COVERAGE**

Impervious surface (max)	100%
Landscaped (min)	0%

**PARKING**

Public	On-street, public lots
Private	Public lots; off-street spaces accessible via alleys

**TRANSPORTATION MODES**

Primary	Pedestrian
Secondary	Car, truck, bus, bicycle

**OPEN SPACE TYPE**

Plazas, squares, pocket parks, ROW landscaping amenities

36.275.02 DOWNTOWN EDGE (DE)



**PURPOSE**

The Downtown Edge category provides a mix of commercial, office, and residential uses, integrated into the existing built form. It serves as a transition between the intensely developed Downtown Core and the residential neighborhoods.

**DISTINGUISHING CHARACTERISTICS**

Retail and workplace activities mixed with detached and attached housing types such as townhomes and mansion apartments; limited off-street parking.

**GENERAL CHARACTER**

Midsize detached buildings which may have more than one unit and/or more than one use; balance between landscape and buildings; presence of pedestrian amenities such as sidewalks and pedestrian scale lighting.

**DESIRED FORM**

Variety of 1 story commercial buildings and 2 to 3 story residential and mixed use buildings

**LOT PROPERTIES**

Area	None
Width	None
Depth	None

**BUILDING PLACEMENT**

Close to right-of-way with or without a landscaped greenbelt

Front build-to line	25'
Side street build-to line, corner lot	25'
Side setback	0' from property line; If openings in building, 10' from property line
Rear setback	Loading space only

**BUILDING FRONTAGE**

Frontage types	Shopfront, Stoop, Porch
Building front facade as % of lot width (minimum)	N/A
Side street facade as % of lot width (minimum)	N/A

**HEIGHT**

Building maximum (stories / height)	2.5 stories / 35'
Building minimum (stories / height)	1 story / 12'
Difference between adjacent buildings (stories, max)	1
First floor height	Min.10' Max.12'
Upper floor height	Min. 8' Max.12'

**COVERAGE**

Impervious surface (max)	85%
Landscaped (min)	15%

**PARKING**

Public	On-street, public lots
Private	Public lots, limited off-street parking by parcel

**TRANSPORTATION MODES**

Primary	Pedestrian, bicycle, car
Secondary	Truck, bus

**OPEN SPACE TYPE**

Plazas, squares, pocket parks, ROW landscaping amenities

# Section 36.276

## REGULATED USES

Regulated uses are identified for each Category either as a Permitted Use (P) or a use requiring a Conditional Use Permit (CUP). If a use is blank with no designation or not listed, the use is not permitted in that zone. All uses requiring a CUP must address the standards in this code. If the CUP invokes additional standards, the special provision column references that specific section of the Zoning Ordinance.

USE	CLASSIFICATION	
	DC	DE
RESIDENTIAL	UPPER FLOORS ONLY	
One-family detached dwellings		P
One-family attached dwellings		P
Duplexes		P
Lofts	P	P
Live/work units	P	P
Multiple Family - Small	P	P
Multiple Family - Large	P	P
Home Occupation	P	P
Home Occupation - 2 or more persons	P	P
RESIDENTIAL - SERVICES	UPPER FLOORS ONLY	
Nursing homes		P
Child care centers	P	P
PUBLIC AND PRIVATE INSTITUTIONAL		
Schools (public, parochial, private)	P	P
Civic uses	P	P
Assembly and meeting halls	P	P
Churches	P	P
Educational	P	P
Post office	P	P
Fine arts	P	P
Performing and screen arts	P	P
Recreational facilities	P	P
Municipal/public works	P	P
Mortuaries and funeral homes		P

USE	CLASSIFICATION	
	DC	DE
<b>TRANSPORTATION / UTILITIES</b>		
Parking (public or private)	P	P
Public transit stop or station	P	P
Power generation	P	P
Public utilities	P	P
Warehousing	P	
Wireless Telecommunication Facilities		
<b>OFFICE</b>		
Professional offices	P	P
Medical facilities, including urgent care		P
Medical/clinical/general practitioner offices	P	P
Veterinary clinic		P
<b>COMMERCIAL</b>		
Mixed use with residential above 1st floor	P	P
Retail, except with the following features	P	P
Alcoholic beverages	P	P
Drive-thru		P
Floor area over 10,000 square feet		P
On-site production of items	P	P
Operating hours between 10pm and 7am	P	
Gasoline service station		P
Convenience market less than 3,500 sq.ft.	P	P
Restaurant, cafe, coffee shop, bar, tavern, except with the following features	P	P
Drive-thru		P
Drive-in		P
Outdoor service	P	P
Microbrewery, small distillery, small winery	P	P
Farmers Market	P	P
Personal services	P	P
Health and fitness facilities	P	P
Clubs, dance halls, lodges	P	P
Banks and financial, except with the following features	P	P
Drive-thru		P
Automobile service		
Gasoline stations		P
<b>LODGING</b>		
Hotel/motel	P	P
Bed and Breakfast	P	P

# Section 36.277

## BUILDING FRONTAGES

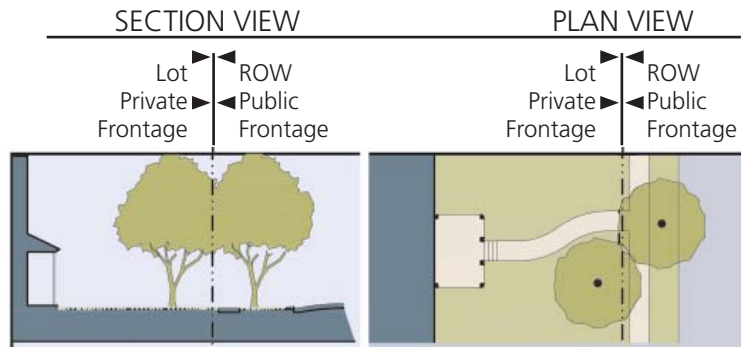
### 36.277.01 Facade Components and Materials

<b>CUSTOMER ENTRANCES</b>	
Each side of a building facing a public street shall include at least one customer entrance, except that no building shall be required to provide entrances on more than two sides of the structure that face public streets	
Buildings shall have clearly defined, highly visible customer entrances that include no less than three of the following design features:	
Canopies / porticos above the entrance	Gabled roof forms or arches above the entrance
Roof overhangs above the entrance	Outdoor plaza adjacent to the entrance having seating and a minimum depth of 20'
Entry recesses / projections	Architectural details such as tile work and moldings that are integrated into the building structure and design above and/or directly adjacent to the entrance
Arcades that are physically integrated with the entrance	
Raised corniced parapets above the entrance	
Display windows that are directly adjacent to the entrance	
<b>WINDOWS AND TRANSPARENCY</b>	
A minimum of 75% of the ground floor story front facade between 1' and 8' above the sidewalk shall be comprised of transparent, non-reflective windows into the nonresidential space	
A minimum of 30% of the upper story facade measured floor-to-floor shall have transparent, non-reflective, vertically oriented windows	
<b>FACADE ORNAMENTATION</b>	
All visible elevations shall include decorative features such as cornices, pilasters, and friezes.	
<b>FACADE MASSING</b>	
Front facades 60' wide or wider shall incorporate wall offsets of at least two feet in depth (projections or recesses) a minimum of every 40'. Each required offset shall have a minimum width of 20'.	
Any section along the build-to line which is not defined by a building must be defined by a 3'6" masonry screen wall which is set back 5' from the build-to line. In the case of an existing parking lot, the screening wall can be located adjacent to the sidewalk. The area between the build-to line and the setback should be landscaped as possible.	
<b>ROOFS</b>	
Flat roofs shall have three-dimensional cornice treatments	
All roof-based mechanical equipment, as well as vents, pipes, antennas, satellite dishes, and other roof penetrations (with the exception of chimneys), shall be located on the rear elevations or screened with a parapet wall having a three-dimensional cornice treatment so as to minimize the visual impact	
<b>BUILDING MATERIALS</b>	
Durable and traditional building materials shall be used, with an explicit preference for brick construction. Fluted concrete masonry units and scored concrete masonry unit block, although not considered traditional building materials, may be used but shall not exceed 25% of the surface square footage of any portion of the building exposed to a public right-of-way, or customer access or parking area	
Materials such as exterior insulation finish system (EIFS), concrete panels, and panel brick are not considered durable and traditional building materials, and shall not be used	

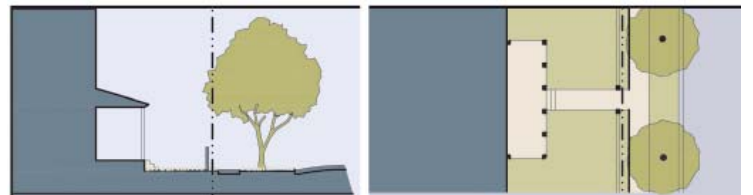


### 36.277.02 Private Facades

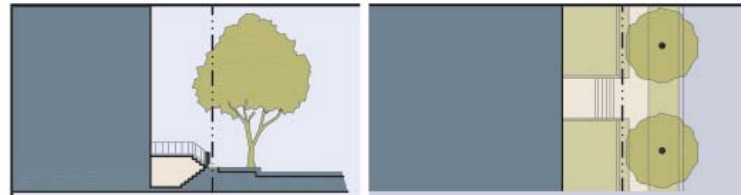
*Common Yard: a planted Frontage wherein the Facade is set back substantially from the Frontage Line. The front yard remains unfenced and is visually continuous with adjacent yards, supporting a common landscape. The deep Setback provides a buffer from the higher speed Thoroughfares.*



*Porch & Fence: a planted Frontage wherein the Facade is set back from the Frontage Line with an attached porch, permitted to encroach. A fence at the Frontage Line maintains street spatial definition.*



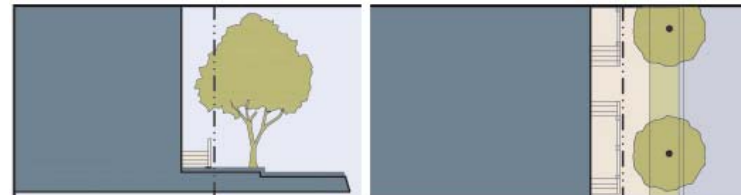
*Terrace or Lightwell: a Frontage wherein the Facade is set back by an elevated terrace or a sunken lightwell. This type buffers Residential use from urban Sidewalks and removes the private yard from public Encroachment. Terraces are suitable for conversion to outdoor cafes. Syn: Dooryard.*



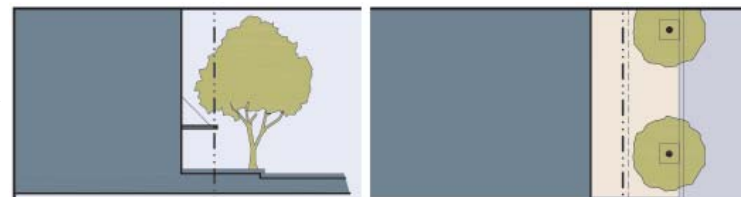
*Forecourt: a Frontage wherein a portion of the Facade is close to the Frontage Line and the central portion is set back. The Forecourt is suitable for vehicular drop-offs. This type should be allocated in conjunction with other Frontage types. Large trees within the Forecourts may overhang the Sidewalks.*



*Stoop: a Frontage with the first Story elevated from the Sidewalk sufficiently to secure privacy for the windows. The entrance is usually an exterior stair and landing. This type is recommended for ground-floor Residential use.*



*Shopfront: a Frontage with the building entrance at Sidewalk grade. This type is conventional for Retail use. It has a substantial glazing on the Sidewalk level and an awning that may overlap the Sidewalk to within 2 feet of the Curb. Syn: Retail Frontage.*



*Gallery: a Frontage with an attached cantilevered shed or a lightweight colonnade overlapping the Sidewalk. This type is conventional for Retail use. The Gallery shall be no less than 10 feet wide and should overlap the Sidewalk to within 2 feet of the Curb.*



*Arcade: a colonnade supporting habitable space that overlaps the Sidewalk, while the Facade at Sidewalk level remains at or behind the Frontage Line. This type is conventional for Retail use. The Arcade should overlap the Sidewalk to within 2 feet of the Curb.*



# Section 36.278

## SPECIAL PROVISIONS

<b>36.278.01 CANOPIES AND AWNINGS</b>	
Canopies and awnings may be required and may encroach over the build-to line	
<i>Front</i>	8'
<i>Side</i>	8'
<i>Rear</i>	5'
<b>36.278.02 SIDEWALK AMENITIES</b>	
In the Downtown Core District, privately owned and provided sidewalk amenities such as benches, tables, chairs, signs, and plants are permitted to add convenience, charm, and character to the district, pursuant to Section 36-279 outlining standards for permitting and approval, and appeals.	
<b>36.278.03 LANDSCAPING</b>	
A portion of each site shall be landscaped open space with one evergreen tree or shrub for every 1,000 square feet or portion thereof, plus one small or large deciduous tree for every 2,000 square feet or portion thereof. Plant materials shall be in accordance with Chapter X of the Hillsdale Zoning Code. Bioretention / rain gardens pursuant to 36-152 may also be considered. Parking lot landscaping shall be installed pursuant to 36-150(c), and parking lot screening shall be provided pursuant to 36-629. A 4'6" obscuring wall, fence, or vegetative buffer shall be provided on those sides of the property abutting Residential zoning.	
<b>36.278.04 LIGHTING</b>	
Streetlights shall be of a general type specified by the City	
Wall pack lighting shall be used only on the rear or side of the building to illuminate exits and loading facilities	
Parking lot lighting pole height, including luminaire, shall not exceed the height of the building or 20', whichever is less, and shall be confined within the parking area	
Lighting shall be shielded from residential districts and driver visibility on thoroughfares	
<b>36.278.05 Commercial Dumpsters</b>	
Commercial dumpsters shall be sited in accordance with Section 36-151, Commercial Dumpsters.	



36.278.06 SIGNS		
	DC	DN
TOTAL SIGNAGE AREA		
	24 square feet	28 square feet
MONUMENT AND FREESTANDING SIGNS		
<i>Number</i>	1 per lot or parcel	1 per lot or parcel
<i>Size</i>		
<i>Location</i>	> 8' outside ROW	> 8' outside ROW
<i>Height</i>	Monuments: 6' Freestanding: 21'	6'
WALL SIGNS		
<i>Number</i>	1 per business + 1 facing parking area	1 per street front
<i>Size</i>		5% of wall area
<i>Location</i>	Wall facing street, alley, parking area	Wall facing street
<i>Height</i>	NA	NA
MARQUEE, SUSPENDED, AND AWNING SIGNS		
<i>Number</i>	1 per business	NA
<i>Size</i>	> 40% of marquee face	NA
<i>Location</i>	Face of awning; marquee; suspended	NA
<i>Height</i>	> 8' clearance; < 8' overhang into ROW	NA
TEMPORARY SIGNS		
<i>Number</i>	2 per lot or parcel	2 per lot or parcel
<i>Size</i>	>6 square feet; not included in total signage area	> 6 square feet; not included in total signage area
<i>Location</i>	Wall or >8' from ROW and >5' from adjacent property	> 8' outside ROW
<i>Height</i>	< 6'	< 6'

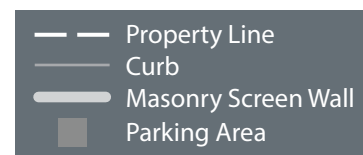
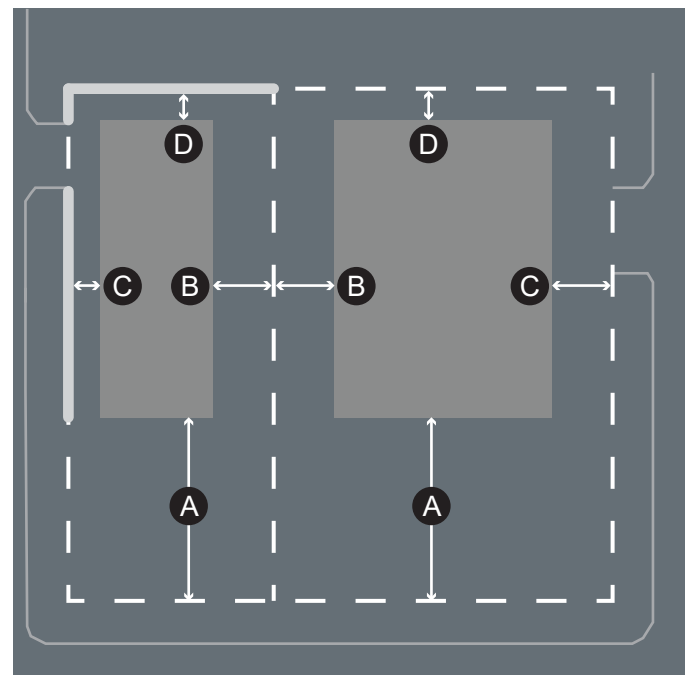
# Section 36.278.10

## PARKING

### 36.278.11 Parking Location

Parking shall conform to Article VIII, Off-Street Parking and Loading, except where indicated.

DISTANCE FROM PROPERTY LINE		
Front setback (see below)	<b>A</b>	10'
Adjacent to common property line	<b>B</b>	10'
Side street setback		
- when a masonry screen wall is installed	<b>C</b>	5'
- landscape only	<b>C</b>	10'
Rear setback	<b>D</b>	5'
Parking is not permitted between the right-of-way and the building facade. For parking which is adjacent to the building, the Front Setback is measured from the front of the building, traveling toward the rear of the lot.		
Where a parking lot abuts an interior and/or common property line, the property owner shall provide a cross access easement for the purpose of connecting adjacent parking lots.		
Parking lot landscaping shall be installed pursuant to 36-150(c). Bioretention / rain gardens pursuant to 36-152 may also be considered.		
Loading space shall be provided in the rear yard in the ratio of at least ten square feet per front foot of building and shall be computed separately from the off-street parking requirements. Where an alley exists or is provided at the rear of buildings, the rear building setback and loading requirements may be computed from the center of the alley.		



### 36.278.12 Required Parking

Uses specified in this section supercede 36-600.

RESIDENTIAL (PER DWELLING UNIT)		
Single family	2.0	
Duplex	2.0	
Multiple family	1.5	
Live/work unit	2.0	
Residential in Mixed Use buildings	1.5	
LODGING (PER BEDROOM / HOTEL ROOM)		
Bed & breakfast	1.2	
Inn	1.2	
Hotel / Motel	1.0	
OFFICE (PER 1,000 USABLE SQUARE FEET)		
Individual enclosed offices	3.0	
Open office concept	2.0	
COMMERCIAL (PER 1,000 USABLE SQUARE FEET)		
Retail	3.0	
PUBLIC AND PRIVATE INSTITUTIONAL		
SITE AMENITIES		
1 bicycle parking facility shall be provided on site per 10 vehicular parking spaces		
Benches may be required at the discretion of the Planning Commission		

### 36.278.13 Shared Parking

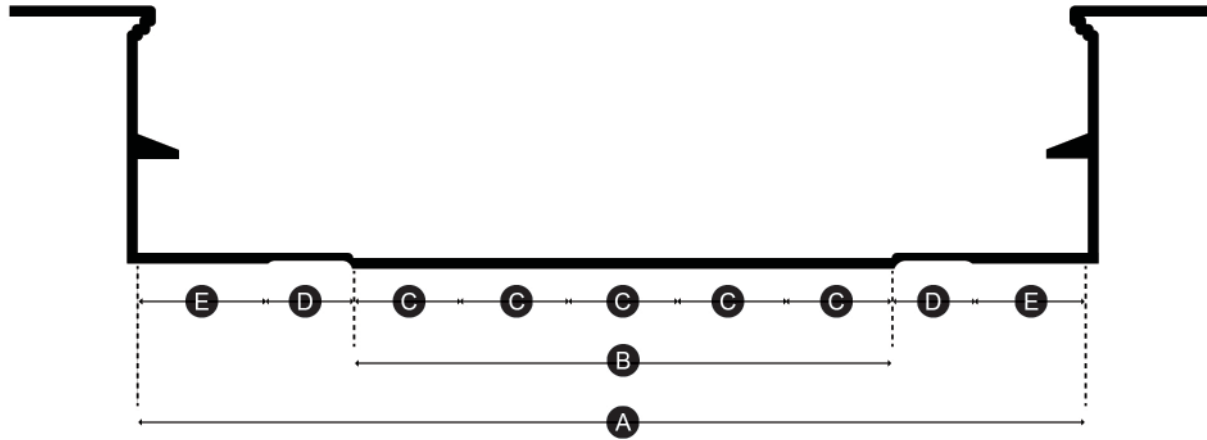
Parking Calculations: When two functions share parking facilities, the sum of their individual parking requirements is divided by the Shared Parking Factor to determine the Effective Parking Requirement. For example, if 12 spaces are needed for a residential development and 32 spaces are needed for a retail development, this amount would be summed to equal 44. This number would be divided by 1.2, according to the chart below, to produce an Effective Parking Requirement of 36.6, or 37 parking spaces. This section supercedes 36-595.

FUNCTION	RESIDENTIAL	LODGING	OFFICE	RETAIL
RESIDENTIAL	1.0	1.1	1.4	1.2
LODGING	1.1	1.0	1.7	1.3
OFFICE	1.4	1.7	1.0	1.2
RETAIL	1.2	1.3	1.0	1.0

# Section 36.278.20

## PUBLIC SPACE STANDARDS

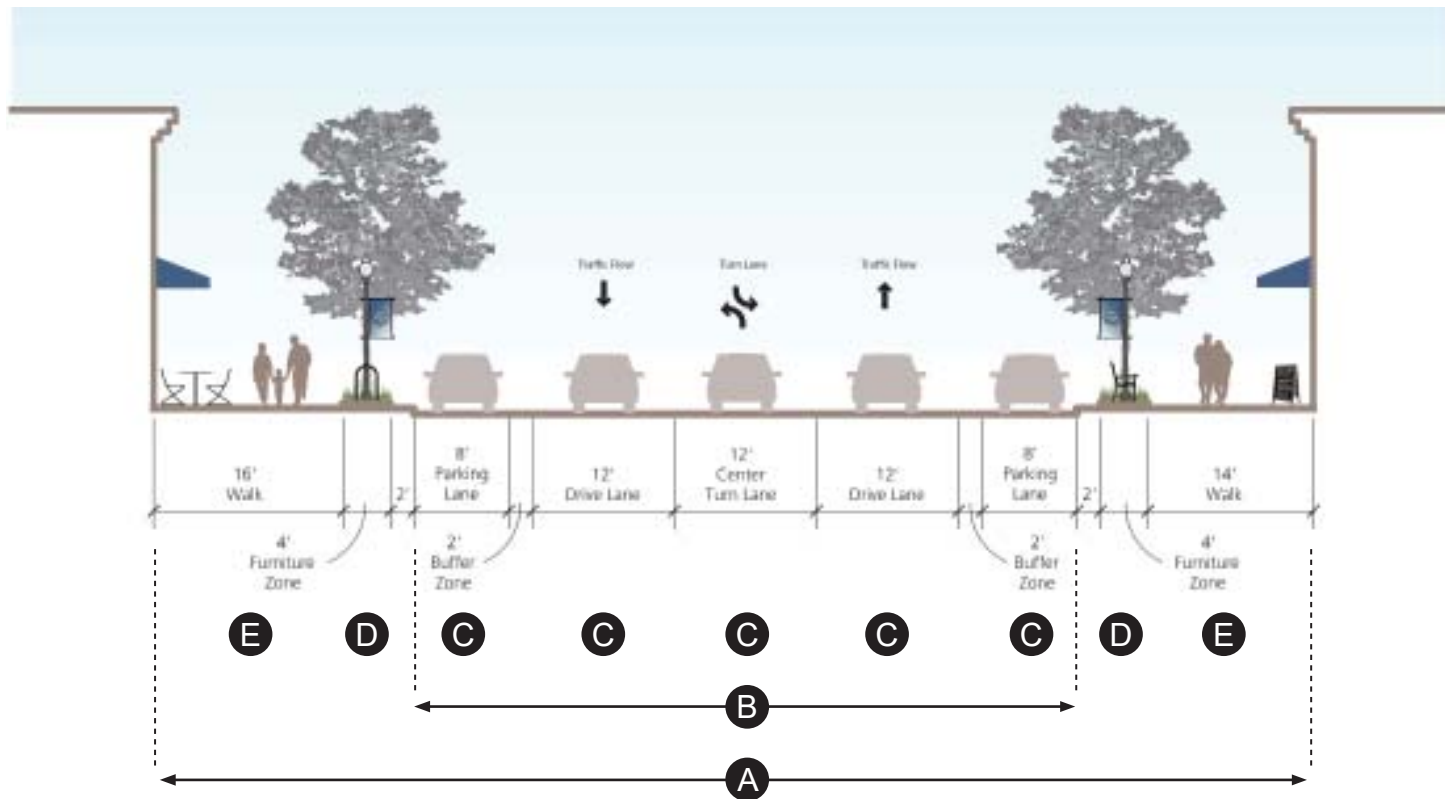
### 36.278.21 THOROUGHFARE TYPES



STREET TERMINOLOGY	
Right-of-Way (ROW) Width	(A)
The measurement across a thoroughfare of the area under control or ownership of the Michigan Department of Transportation, Hillsdale County Road Commission, or private property owner.	
Curb Face to Curb Face Width	(B)
The distance across a thoroughfare between the vertical faces of the curb, typically intended for vehicles, including any on-street parking, planting strips, and gutters.	
Traffic and Parking Lanes	(C)
The number and width of areas designated for vehicular travel, not including bicycle lanes.	
Planting Zone	(D)
The area of the ROW used for street trees and flowers as well as Low Impact Development stormwater features, such as rain gardens. In some instances, this zone can be used for outdoor dining, depending on surface materials.	
Pedestrian Zone	(E)
The area used for pedestrian movement, dedicated to sidewalks and outdoor cafes.	

# Thoroughfare type: Main Street

Example: Broad Street between Bacon and Carlton

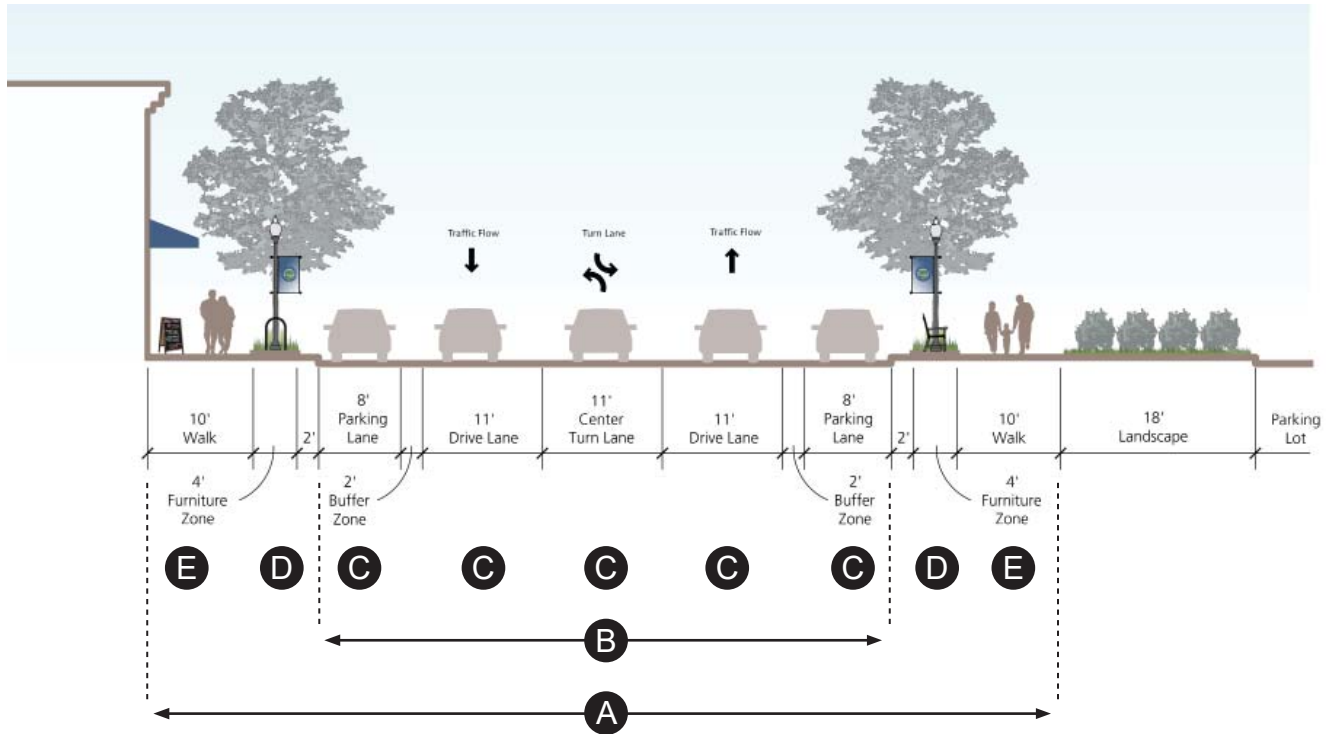


APPLICATION		
Target Speed		
Target Speed		
Overall Widths		
Public Realm (Between BTL)	98'	<b>A</b>
Right of Way (ROW) Width	56'	<b>B</b>
Lanes		
Traffic Lanes	12'	<b>C</b>
Turn Lane	12'	<b>C</b>
Parking Lanes	10'	<b>C</b>

Edges		
Curbs	2'	<b>D</b>
Planters and Tree Grates	4'	<b>D</b>
Walkways	14'-16'	<b>E</b>

# Thoroughfare type: Urban Center

Example: Howell Street

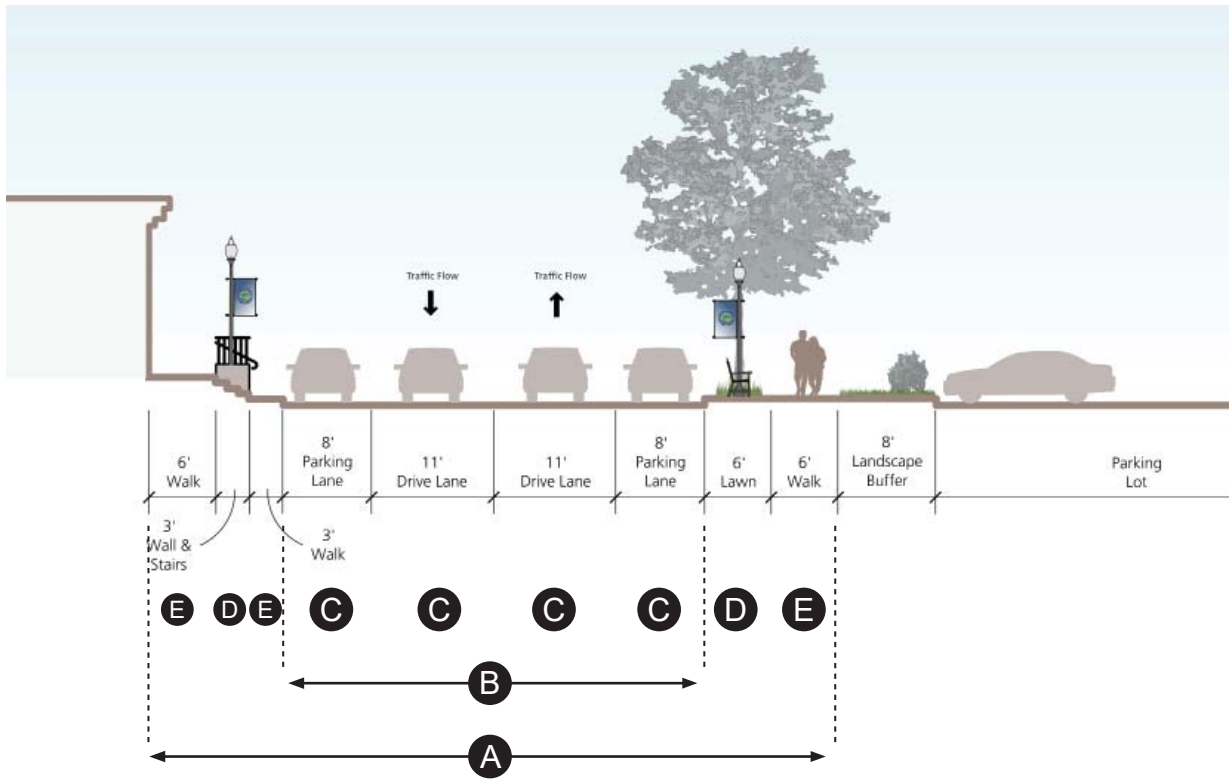


APPLICATION		
TARGET SPEED		
Target Speed		
OVERALL WIDTHS		
Public Realm (Between BTL)	94'	<b>A</b>
Right of Way (ROW) Width	53'	<b>B</b>
LANES		
Traffic Lanes	11'	<b>C</b>
Turn Lane	12'	<b>C</b>
Parking Lanes	10'	<b>C</b>

EDGES		
Curbs	2'	<b>D</b>
Planters and Tree Grates	4'	<b>D</b>
Landscape buffer	18'	
Walkways	10'	<b>E</b>

# Thoroughfare type: Urban Residential

Example: Bacon Street between Manning and alley



APPLICATION		
Target Speed		
Target Speed		
Overall Widths		
Public Realm (Between BTL)	62'	<b>A</b>
Right of Way (ROW) Width	38'	<b>B</b>
Lanes		
Traffic Lanes	11'	<b>C</b>
Turn Lane	12'	<b>C</b>
Parking Lanes	10'	<b>C</b>

Edges		
Curbs	2'	<b>D</b>
Planters and Tree Grates	4'	<b>D</b>
Landscape buffer	18'	
Walkways	10'	<b>E</b>

## 36.278.22 Civic Spaces

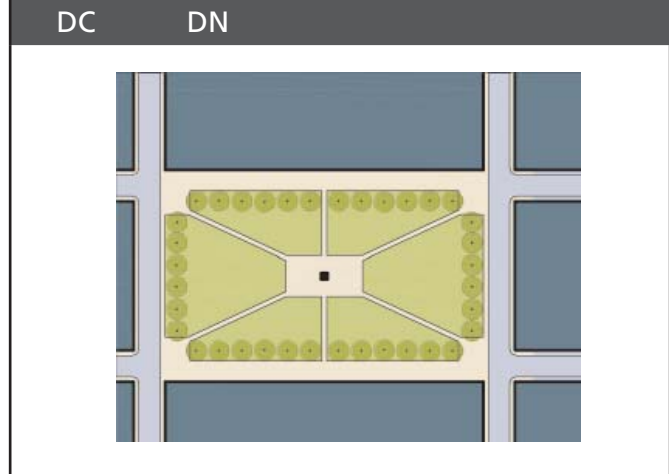
TYPE	CLASSIFICATION		
<p><b>PARK</b></p> <p>A natural preserve available for unstructured recreation. A park may be independent of surrounding building Frontages. Its landscape shall consist of Paths and trails, meadows, waterbodies, woodland and open shelters, all naturalistically disposed. Parks may be lineal, following the trajectories of natural corridors. The minimum size shall be 8 acres. Larger parks may be approved by Warrant as Special Districts in all zones.</p>	BC	CC	CN
<p><b>GREEN</b></p> <p>An Open Space, available for unstructured recreation. A Green may be spatially defined by landscaping rather than building Frontages. Its landscape shall consist of lawn and trees, naturalistically disposed. The minimum size shall be 1/2 acre and the maximum shall be 8 acres.</p>	BC	CC	CN





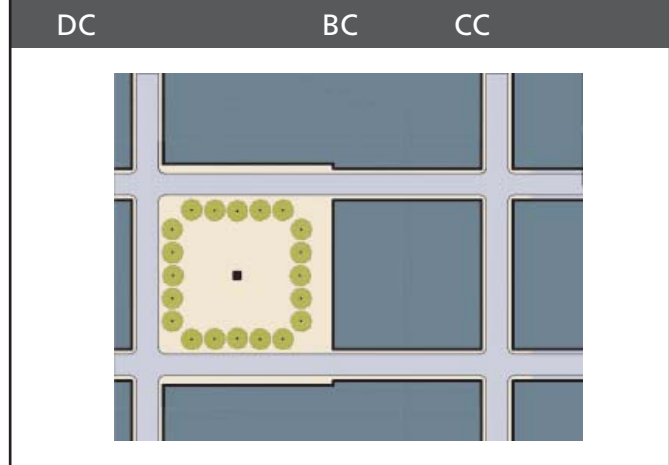
**SQUARE**

An Open Space available for unstructured recreation and Civic purposes. A Square is spatially defined by building Frontages. Its landscape shall consist of paths, lawns and trees, formally disposed. Squares shall be located at the intersection of important Thoroughfares. The minimum size shall be 1/2 acre and the maximum shall be 5 acres.



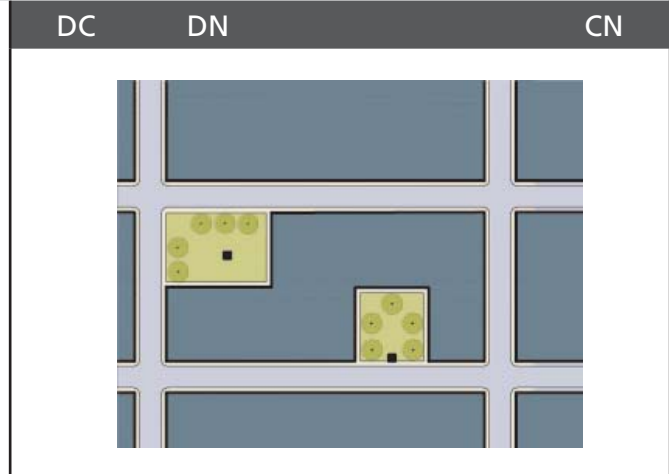
**PLAZA**

An Open Space available for Civic purposes and Commercial activities. A Plaza shall be spatially defined by building Frontages. Its landscape shall consist primarily of pavement. Trees are optional. Plazas should be located at the intersection of important streets. The minimum size shall be 1/2 acre and the maximum shall be 2 acres.



**PLAYGROUND**

An Open Space designed and equipped for the recreation of children. A playground should be fenced and may include an open shelter. Playgrounds shall be interspersed within Residential areas and may be placed within a Block. Playgrounds may be included within parks and greens. There shall be no minimum or maximum size.



# Section 36.279

## APPLICATION PROCESS and APPEAL

### 36.279.01 Application Process

A. An application for a permit pursuant to this article must be submitted to the zoning administrator for approval and contain the following information:

- (1) The name, address, and contact information of both the applicant and the business.
- (2) The name, address and contact information of the property owner if other than the applicant.
- (3) A site plan showing the proposed location of outdoor sale items, the proposed location and number of benches, tables, chairs, desks, signs, plants, artworks, waste receptacles or other similar amenities, and the location and number of all related equipment, such as, by way of example, outdoor electrical outlets, umbrellas, and railings.
- (4) The proposed area of occupancy including square feet and dimensions, and the location of existing grates, hydrants, trees, shrubs, and other public items.
- (5) The proposed clear path to accommodate pedestrian traffic and circulation through and within the use area by customers and members of the general public.
- (6) If the sale of alcohol is proposed, a copy of approval from the Michigan State Liquor Control Commission.
- (7) A signed agreement committing and requiring the applicant:
  - a. To provide proof of public liability and property damage insurance with coverage that is satisfactory to Hillsdale and limits of liability of not less than a single limit of \$300,000.00, with the city designated therein as a named insured, to be and remain in force for the duration of the permitted use of Hillsdale's sidewalk and right-of-way, such proof to be provided at the time of execution of the agreement.
  - b. To agree that it will defend, indemnify, and hold the city harmless from all damages, claims, demands, causes of action, lawsuits, attorney fees and related expenses, as a result of actual or claimed personal injury, including death, property damage or other damage or loss of any kind or nature which is or is claimed to arise out of or because of the use of the city's sidewalk or right-of-way by the negligence, gross negligence, or intentional act of applicant or any of its agents, servants, employees, guests, vendors, invitees, and members of the public, and whether caused in part by negligence of the city, its employees, agents, servants, or representatives.
  - c. To agree to repair any damage caused to the sidewalk or right-of-way as a result of the placement of any permitted item or the operation of a permitted business or other activity on a sidewalk or within any other part of the right-of-way at the applicant's expense.

d. To represent and covenant that it does not discriminate against any employee, applicant for employment, and shall not discriminate against any general public that will participate in the event it is staging under this agreement or any other member of the public because of race, color, religion, national origin, age, height, weight, marital status or other legally protected class.

B. The zoning administrator shall review the application for compliance with the ordinance for approval/disapproval. If determined to be in compliance, the zoning administrator or his designee shall approve the issuance of the permit; if determined to be in substantial but not complete compliance, approve the issuance of the permit subject to restrictions; or if determined to be substantially non-compliant, disapprove and deny the issuance of the permit, as the circumstance requires.

C. Permits must be applied for annually and all activities or other actions taken under them shall adhere to all specifications of the City of Hillsdale CBD Sidewalk Use Ordinance and the terms and restrictions contained within the permit. Failure to do so will result in the Zoning Administrator notifying the permit holder of a violation, either in writing or verbally. If the violation is designated as a safety hazard, it shall be corrected and rectified within the 24-hour period next following notification. All violations that are not designated as safety violations shall be corrected and rectified within the 72-hour period next following notification. If any violation is not corrected and rectified within the time specified, the permit in question shall automatically become void and of no further force or effect, and all items placed on the sidewalk and all business or other activities taken pursuant to it shall be immediately removed and terminated.

### **Sec. 36-279.02 - Appeals.**

Appeals involving the interpretation or application of these rules, the imposition of restrictions and the denial of a permit may be taken to the zoning board of appeals under such provisions and process as prescribed in section 36-84 of the Hillsdale Municipal Code.

## DIVISION 2. - OFF-STREET PARKING SPACES

### Sec. 36-591. - Parking spaces generally.

There shall be provided in all districts, at the time of erection or enlargement of any main building or structure, automobile off-street parking with adequate access to all spaces. The number of off-street parking spaces, in conjunction with all land or building uses shall be provided, prior to the issuance of a certificate of occupancy, as prescribed in this division.

(Code 1979, § 17.32.010)

### Sec. 36-592. – Off-street parking.

Off-street parking for ~~other than~~ residential ***or non-residential*** use ***located in the B-2 Downtown Business District***, unless otherwise provided in this division, shall be either on the same lot or within a ~~600~~ 300-foot radius of the building it is intended to serve, measured from the nearest point of the building with the nearest point of the off-street parking lot. ***On-street parking spaces may be included in parking calculations.*** Accessibility shall be shown for all lots or parcels intended for use as parking by the applicant.

(Code 1979, § 17.32.020)

### Sec. 36-593. - Single-family, two-family and multiple-family dwellings.

Residential off-street parking spaces for single-family, two-family and multiple-family dwellings shall consist of a parking strip, driveway, garage, or combination thereof, and shall be located on the premises they are intended to serve, and subject to the provisions of 36-431, unless otherwise provided in this division. No parking shall be permitted in the front yard ahead of the required setback line except on a driveway which leads to an approved parking space. ***Properties shall be permitted only one (1) curb cut per parcel. More than one (1) curb cut may be permitted if lot is a corner lot or if additional frontage exists on an alley. Additional curb cuts must be reviewed by Department of Public Services prior to approval. Circle drives shall not be permitted in the front yard setback.***

(Code 1979, § 17.32.030)

### Sec. 36-594. - Existing spaces.

Off-street parking existing at the effective date of the ordinance codified in this division in connection with the operation of an existing building or use shall not be reduced to an amount less than required in this division for a similar new building or use.

(Code 1979, § 17.32.040)

### Sec. 36-595. - Dual function of spaces.

- (a) Two or more buildings or uses may collectively provide the required off-street parking, in which case the required number of parking spaces shall not be less than the sum of the requirements for the several individual uses computed separately.
- (b) In the instance of dual function of off-street parking spaces where operating hours of buildings do not overlap, the planning commission may grant an exception.

(Code 1979, § 17.32.050)

Sec. 36-596. - Storage of vehicles or merchandise.

The storage of merchandise, motor vehicles for sale, trucks, wrecked or junked vehicles, or the repair of vehicles is prohibited.

(Code 1979, § 17.32.060)

Sec. 36-597. - Change of use.

Any area once designated as required off-street parking shall not be changed to any other use unless and until equal facilities are provided elsewhere.

(Code 1979, § 17.32.070)

Sec. 36-598. - Other uses.

For those uses not specifically mentioned, the requirements for off-street parking facilities shall be in accord with a use which is similar in type.

(Code 1979, § 17.32.080)

Sec. 36-599. - Fractional spaces.

When units or measurements determining the number of required parking spaces result in their requirement of a fractional space, any fraction up to and including one-half shall be disregarded and fractions over one-half shall require one parking space.

(Code 1979, § 17.32.090)

Sec. 36-600. - Parking space determination schedule.

The minimum ***and maximum*** number of off-street parking spaces by type of use shall be determined in accordance with the following schedule:

Use	Number of Minimum Parking Spaces Per Unit of Measure
-----	--

(a)	Residential		
	(1)	Housing for the elderly	1 for each 3 units; should units revert to general occupancy, then 2 spaces per unit.
	(2)	Residential, one family	2 for each dwelling unit.
	(3)	Residential, two family and multiple family	2 for each dwelling unit.
	(4)	Trailer court	1½ for each trailer site.
(b)	Institutional		
	(1)	Churches or temples	1 for each 3 seats or 6 feet of pews in the main unit of worship.
	(2)	Hospitals	1 for each one bed.
	(3)	Homes for the aged and convalescent homes	1 for each 2 beds.
	(4)	Elementary and junior high schools	1 for each 1 teacher, employee or administrator in addition to the requirements for auditorium.
	(5)	Fraternity or sorority	1 for each 2 beds.
	(6)	High school	1 for each 1 teacher, employee, or administrator and 1 for each 10 students in addition to the requirements for auditoriums or stadiums, whichever is greater.
	(7)	Private clubs, or lodges	1 for each 3 persons allowed within the maximum occupancy load as established by local county or state fire, building, or health codes.
	(8)	Stadium and sports arena or similar outdoor place of assembly	1 for each 3 seats or 6 feet of benches.

	(9)	Theaters and auditoriums	1 for each 3 seats plus 1 for each 2 employees.
(e)	Commercial		
	(1)	Auto wash	1 for each 1 employee, in addition, reservoir parking spaces equal in number to five times the maximum capacity of the auto wash for automobiles waiting entrance to the auto wash shall be provided. Maximum capacity of the auto wash for the purpose of determining the required reservoir parking means the greatest number of possible automobiles undergoing some phase of washing at the same time, which shall be determined by dividing the length of feet of each wash line by 20 or the number of wash stalls in a self-service establishment.
	(2)	Beauty parlor or barber shops	3 spaces for each of the first 2 chairs, and 1½ spaces for each additional chair.
	(3)	Bowling alleys	5 for each bowling lane.
	(4)	Dancehalls, roller rinks, exhibition halls, and assembly halls without fixed seats	1 for each 3 persons allowed within the maximum occupancy load as established by local, county, or state fire, building, or health codes.
	(5)	Establishments for sale and consumption, on the premises, of beverages, food, or refreshment	1 for each 100 square feet of usable floor area.
	(6)	Furniture and appliance, household equipment repair shops, showroom of a plumber, decorator, electrician or similar trade, shoe repair and other similar uses	1 for each 800 square feet of usable floor area. For that floor area used in processing, one additional space shall be provided for each 2 persons employed therein.
	(7)	Gasoline service stations	2 for each lubrication stall, rack or pit and 1 for each gasoline pump.

(8)	Laundromats and coin-operated dry cleaners	1 for each 2 machines.
(9)	Miniature golf courses	1 space per hole plus 3 spaces for employees.
(10)	Mortuary establishments	1 for each 50 square feet of assembly room usable floor space, parlors, and slumber rooms.
(11)	Motels and hotels	1 for each rental unit, plus 2 additional spaces for management and/or service personnel.
(12)	Motor vehicle sales and service establishments	1 for each 200 square feet of usable floor area of sales room, and 1 for each auto service stall in the service room.
(13)	Retail stores except as otherwise specified in this section	1 for each 150 square feet of usable floor area.
(d)	Offices	
(1)	Banks	5 for each teller's window.
(2)	Business offices or professional offices, except as indicated in subdivision (d)(3) of this table.	1 for each 300 square feet of usable floor area.
(3)	Professional offices of doctors, dentists or similar professions	1 for each 100 square feet of usable floor area in waiting room, and 1 for each examining room, dental chair, or similar use area.
(e)	Industrial	
(1)	Industrial or research establishments	The number of spaces shall equal 110 percent of the employee count of the largest employee shift. Handicap provisions must be made.



	(2)	<del>Wholesale establishments</del>	<del>5 spaces, plus 1 for every 1 employee in the largest working shift, or 1 for every 1,700 square feet of usable floor space, whichever is greater.</del>
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	Use	Required Parking Spaces
<b>RESIDENTIAL</b>		
(1)	Child care centers and nursery schools	2 spaces plus 1 additional space for pick up or drop off for each 20 children that the facility is licensed to care for within 250 feet radius.
(2)	Convalescent homes, hospitals and sanitariums	1 space for each 6 beds
(3)	Group day care homes	2 spaces for pick up or drop off within 250 feet radius.
(4)	Multiple-family dwellings zoned RM-1	2 spaces per dwelling unit
(5)	Multiple-family dwellings located in any nonresidential zoning district	1 space per dwelling unit
(6)	1-family dwellings and mobile homes	1 space per dwelling unit
(7)	Rooming houses, boarding and lodging houses	1 space for each 3 beds
(8)	Sororities, fraternities, student	1 space for each 5 beds

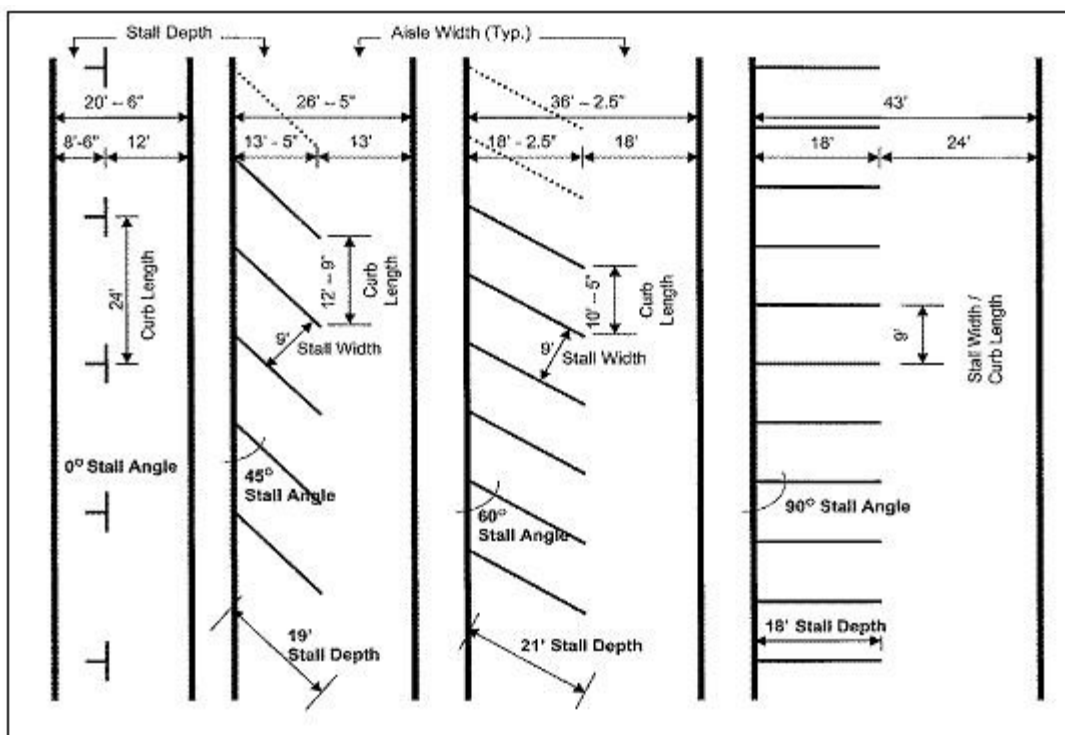
	cooperatives and other organized group homes	
(9)	Townhouse dwellings	2 spaces per dwelling unit
(10)	2-family dwellings	1½ spaces per dwelling unit
(11)	Community center clubhouse and private swimming club building	1 space per 200 square feet
<b>COMMERCIAL</b>		
(1)	Athletic clubs, health spas and roller rinks	1 space per 200 square feet of floor area
(2)	Auto washes—Automatic	1 space per 500 square feet of floor area
(3)	Auto washes—Self serve	1 space per bay
(4)	Banks and Similar Financial Institutions	One space for each 220 square feet of floor area—minimum One space per 180 square feet of floor area—maximum. <sup>(a)</sup>
(5)	Barber, beauty shops	1 space per 100 square feet of floor area
(6)	Bowling alleys	5 spaces per alley
(7)	Dance halls, assembly halls and convention halls	1 space per 100 square feet of floor area
(8)	Furniture, home furnishings and appliance stores	1 space per 800 square feet of floor area

(9)	Gasoline filling station	1 space per fuel pump
(10)	Gasoline service station, Auto repair and service	1 space per 300 square feet of floor area and 1 space per fuel pump
(11)	Hotels/motels	1 space per room plus 1 space per shift employee
(12)	Indoor court game facilities (Handball, racquetball and tennis clubs)	1 space per 1,000 square feet of floor area
(13)	Funeral homes	1 space per 100 square feet of public floor area. Must provide off-street assembly area for processional lead car, hearse and family vehicle
(14)	Restaurants and taverns not located in a retail center	One space for each 100 square feet of usable floor area.
(15)	Retail stores and retail centers	
	Retail stores and retail centers less than 100,000 square feet of floor area	One space per 200 square feet of usable floor area—minimum. One space per 150 square feet of usable floor area—maximum. <sup>(a)</sup>
	Retail stores and retail centers between 100,000—300,000 square feet of floor area	One space per 300 square feet of usable floor area—minimum. One space per 250 square feet of usable floor area—maximum. <sup>(a)</sup>
(16)	Storage and warehousing	1 space per 2,000 square feet of floor area

(17)	Theaters	1 space for each 3 seats
OFFICE		
(1)	Business or professional offices	1 space per 350 square feet of floor area—minimum One space per 250 square feet of floor area—maximum <sup>(a)</sup>
(2)	Medical and Dental Offices and Clinics	One space per 220 square feet of floor area—minimum. One space per 180 square feet of floor area – maximum. <sup>(a)</sup>
ASSEMBLY		
(3)	Churches	1 space per 3 seats or 1 space per 6 feet of pew. Public off-street parking spaces within 1,000 feet of the site may be counted if approved as part of a site plan
(4)	Elementary and junior high schools	3 spaces per classroom
(5)	Senior high schools and institutions of higher learning	5 spaces per classroom
(6)	Stadia auditorium, not incidental to schools	1 space per 3 seats or 1 space per 6 feet of bench
INDUSTRIAL		
(7)	Heavy manufacturing, including tool and dye, foundries, lumber yards, steel fabrication and welding	1 space per 1,500 square feet of usable floor area or the number of spaces shall equal 110 percent of the employee count of the largest employee shift whichever is less. Handicap provisions must be made.
(8)	Limited manufacturing, research and	1 space per 600 square feet of floor area or the number of spaces shall equal 110 percent of the employee count of the largest

	development laboratories	employee shift whichever is less. Handicap provisions must be made.
(9)	Headquarters business offices for commercial and industrial firms	1 space per 400 square feet of floor area
OTHER		
(1)	Other uses	Parking spaces for uses not specified shall be determined by the planning commission and zoning administrator, based upon requirements for similar uses.
(2)	Parking structures or principal use parking lots	

(a) Additional parking may be provided if it does not increase impervious surfaces beyond that which would be provided by meeting the maximum parking required. Examples of additional parking may include, but not be limited to, under-structure parking, rooftop parking, or structured parking above a surface parking lot.



**Sec. 36-601. - Parking lot surface materials.**

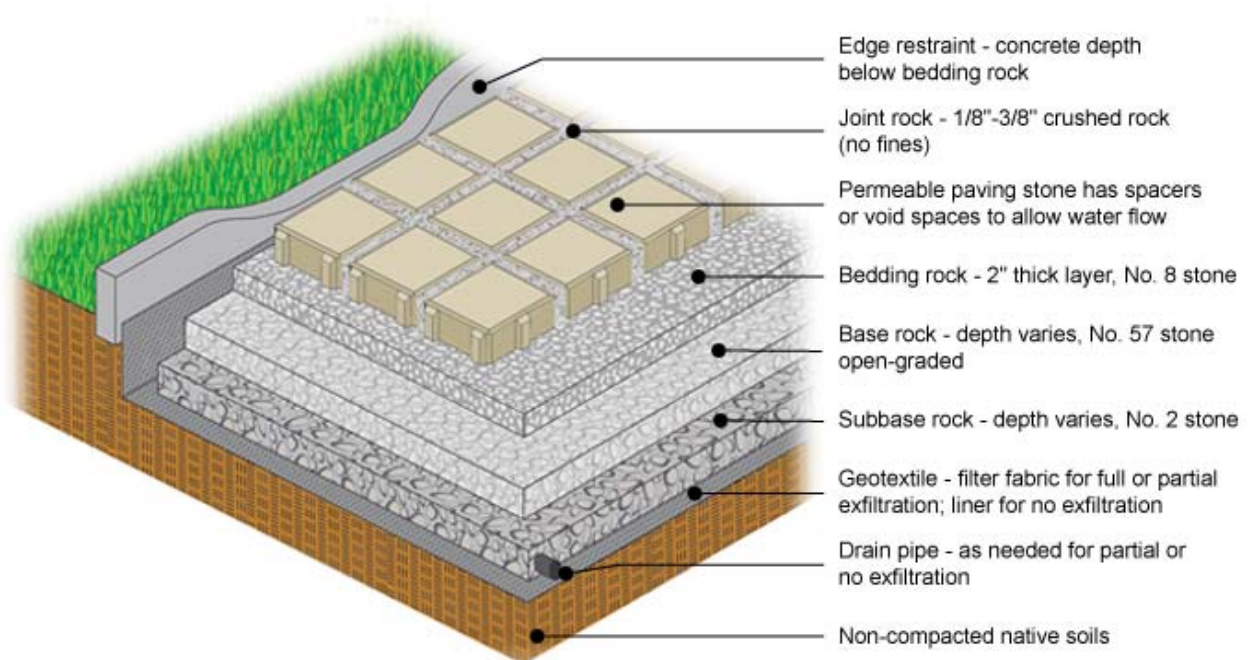
**Parking lots may be separated into two separate surface types to be dictated by minimum and maximum parking allowances. Minimum parking allowances must be paved with asphalt, (pervious or impervious) or concrete paving. The remainder of the maximum parking allowance must be paved with a pervious material.**

**Approved impervious parking lot surface materials are listed as follows:**

1. **Impervious Asphalt**
2. **Concrete**
3. **Other materials may be approved upon request.**

**Approved pervious parking lot surface materials are listed as follows:**

1. **Pervious Asphalt**
2. **Limestone**
3. **6" deep Geogrid fabric backfilled with:**
  - a) **Limestone**
  - b) **Top soil seeded for grass**
4. **Other materials may be approved upon request.**



Secs. **36-602**—36-620. - Reserved.

DIVISION 3. - OFF-STREET PARKING AREAS

Sec. 36-621. - Generally.

Wherever the off-street parking requirements require the building of an off-street parking facility, or where P-1 vehicular parking districts are provided, such off-street parking lots shall be laid out, constructed and maintained in accordance with the standards and regulations set forth in this division.

(Code 1979, § 17.34.010)

Sec. 36-622. - Construction; permit required.

No parking lot shall be constructed unless and until a permit ~~therefor~~ is issued by the zoning administrator ~~building inspector~~. Applications for a permit shall be submitted ~~in such form as may be determined by~~ to the zoning administrator, ~~building inspector~~, and shall be accompanied with ~~two sets of plans for the development and construction of the parking lot showing that the provisions of this division will be fully complied with~~ Submit drawings and application according to the Commercial Site Plan Review process. Such plans shall be reviewed and approved by the planning commission.

(Code 1979, § 17.34.020)

Sec. 36-623. - Layout plans; minimum requirements.

Plans for the layout of off-street parking facilities shall be in accord with the following minimum requirements:

Parking Pattern (Degrees)	Maneuvering Lane Width (Feet)	Parking Space Width (Feet)	Parking Space Length (Feet)	Total Width of One Tier of Spaces Plus Maneuvering Lane (Feet)	Total Width of Two Tiers of Spaces Plus Maneuvering Lane (Feet)
0 (parallel parking)	12	8	23	20	28
30 to 53	12	8.5	20	32	52
54 to 74	15	8.5	20	36.5	58

75 to 90	20	9	20	40	60
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(Code 1979, § 17.34.030)

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Sec. 36-624. - Maneuvering lane access.

All spaces shall be provided adequate access by means of maneuvering lanes. Backing directly onto a street shall be prohibited.

(Code 1979, § 17.34.040)

Sec. 36-625. - Maneuvering lane movement.

All maneuvering lane widths shall permit one-way traffic movement, with the exception of the 90-degree pattern where two-way movement may be permitted.

(Code 1979, § 17.34.050)

Sec. 36-626. - Ingress and egress.

Adequate ingress and egress to the parking lot by means of clearly limited and defined drives shall be provided for all vehicles. Ingress and egress to a parking lot lying in an area zoned for other than residential use shall not be across land zoned for residential use.

(Code 1979, § 17.34.060)

Sec. 36-627. - Bumper stops or wheel checks.

Bumper stops or wheel checks shall be provided and so located as to prevent any vehicle from projecting beyond the parking lot area or from bumping screening facility.

(Code 1979, § 17.34.070)

Sec. 36-628. - Entrances and exits.

Each entrance and exit to and from such parking lot shall be at least twenty (20) feet distant from any adjacent property located in any residential district.

(Code 1979, § 17.34.080)

Sec. 36-629. - Fences, landscaping and planting.



~~The parking area shall be provided with a continuous and obscuring fence four feet six inches in height measured from the surface of the parking area. This wall or fence shall be provided on all sides where the next zoning district is designated as a residential district. When a front yard setback is required, all land between the wall and boundaries of a P-1 district shall be kept free from refuse and debris and shall be landscaped with deciduous shrubs, evergreen material and ornamental trees. The ground area shall be planted and kept in lawn. All such landscaping and planting shall be maintained in a healthy, growing condition, neat and orderly in appearance. **The parking area shall meet all guidelines listed in the City of Hillsdale Landscape Ordinance, Article III, Chapter 36, Sections 36-148 through and including 36-152.**~~

(Code 1979, § 17.34.090)

Sec. 36-630. - Surfacing.

The entire parking area, including parking spaces and maneuvering lanes, required under this division shall have ~~asphaltic or concrete~~ surfacing in accordance with specifications ~~approved by the city manager~~ **listed in Division 2, Sections 36-601 and Department of Public Services specifications.** Such facilities shall be drained so as to dispose of all surface water accumulated in the parking area in such a way as to preclude drainage of water onto adjacent property or toward a building. The parking area shall be surfaced within one year of the date the permit is issued.

(Code 1979, § 17.34.100)

Sec. 36-631. - Lighting.

All lighting used to illuminate any off-street parking area shall not exceed twenty (20) feet in overall height above ground level, and shall be so installed as to be confined within and directed on the parking area only.

(Code 1979, § 17.34.110)

Sec. 36-632. - Modification of yard and wall requirements.

The planning commission, upon application by the property owner of the parking area, may modify the yard and wall requirements where, in unusual circumstances, no good purpose would be served by compliance with the requirements of this division.

(Code 1979, § 17.34.120)

Sec. 36-633. - Wall length.

In all cases where a wall extends to an alley which is a means of ingress and egress to a parking area, it shall be permissible to end the wall not more than ten (10) feet from such alley line in order to permit a wider means of access to the parking area.

(Code 1979, § 17.34.130)

9/13/2016

Sec. 36-634. - Additional requirements.

In addition to the requirements set forth in this division, such parking area shall comply with such further requirements or conditions as may be prescribed by the planning commission for the protection of the residential district abutting such parcel or parcels in which the parking area is to be located.

(Code 1979, § 17.34.140)

Secs. 36-635—36-650. - Reserved.

**DIVISION 4. - OFF-STREET LOADING**

Sec. 36-651. - Purpose.

On the same premises with every building, structure, or part thereof involving the receipt or distribution of vehicles or materials or merchandise, there shall be provided and maintained on the lot adequate space for standing, loading and unloading in order to avoid undue interference with public use of dedicated streets or alleys. Such space shall be provided as set forth in this division.

(Code 1979, § 17.36.010)

Sec. 36-652. - Spaces; ratio in certain districts.

All spaces in O-1, B-1, B-2 and B-3 districts shall be provided in the ratio required in ~~article III, division 13~~ **Section 36-411**, of this chapter under minimum rear yard.

(Code 1979, § 17.36.020)

Sec. 36-653. - Specifications for spaces.

All spaces in ~~¶~~ **Industrial** districts shall be laid out in the dimension of at least ten feet by 50 feet, or 500 square feet in area, with a clearance of at least 14 feet in height. Loading dock approaches shall be provided with a pavement having an asphaltic or Portland cement binder so as to provide a permanent durable and dustless surface **constructed using an approved material listed in Section 36-601.** All spaces in ~~¶~~ **Industrial** districts shall be provided in the following ratio of spaces to usable floor area:

Gross Floor Area (In Square Feet)	Loading and Unloading Spaces Required in Terms of Square Feet of Usable Floor Area
0—1,400	None
1,401—20,000	1 space
20,001—100,000	1 space plus 1 space for each 20,000 square feet in excess of 20,001 square feet
100,001—500,000	5 spaces plus 1 space for each 40,000 square feet in excess of 100,001 square feet.

(Code 1979, § 17.36.030)

Secs. 36-654—36-680. - Reserved.